

The COLLEGE VOICE

October 31, 2023

Submit Your College Voice News

All College Voice submissions are due by 12 p.m. the business day prior to each edition (Friday by 12 p.m. for Monday edition, Wednesday by 12 p.m. for Thursday edition). Special exceptions will apply. Please ensure all applicable links and attachments are included in your submission, and all information, links and attachments in your submission are correct and accurate.

Thank you,
Office of College Relations

[College Voice Submission](#)

[View Previous College Voice Editions](#)

Quick Links

- [President's Desk October 2023](#)
- [LCCC Employment Openings](#)
- [Events](#)
- ["This Week" Student Newsletter](#)
- [Report Safety and Security Concerns](#)
- [Sexual Harassment and Sexual Violence Anonymous Online Reporting](#)

Marketing Project Requests

LCCC's College Relations staff can turn your creative ideas into reality. Whether it is an event, a new program, a website update, a social media campaign or beyond, our staff will work with you to get the best results.

[Submit Your Marketing Project Request](#)

Minutes

- [Board of Trustees](#)
- [President's Cabinet](#)
- [Leadership Team](#)
- [Academic Council](#)

Registration Status Reports

To view registration status reports, go to the Institutional Research link on [Faculty and Staff Resources](#).

Working @ LCCC

Duplicating Center and Mail Room Service Window Hours
9 a.m. – 5 p.m., Monday through Friday.

Lobby Hours
7:30 a.m. – 7 p.m., Monday through Thursday; 8 a.m. – 5 p.m., Friday.

Courier services Monday through Friday to all sites.

Bookstore Hours
Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Library Hours
7:30 a.m. – 5:00 p.m., Monday through Friday.

Wellness Center
10 a.m. – 3 p.m., Monday through Friday.

President's Cabinet Members Open Office Hours

President
Dr. Ann D. Bieber
Appointments can be made via Zoom. Email Tracy Bean at tbean@lccc.edu to schedule an online meeting.

VP Dr. Cindy Haney
1st and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email Rommie.Blue@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verta
Access virtual office hours on Mondays from 3 to 5 p.m., Tuesdays from 9:30 to 10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email larissa@lccc.edu to arrange a scheduled meeting.

VP Stefanie Hester
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Stefanie.Hester@lccc.edu to schedule an online meeting.

Dean Peggy Heim
Mondays from 3 to 5 p.m. Email PHeim@lccc.edu to schedule online meeting.

Interim Dean Dr. Jodi Rowlands
Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a meeting.

Dean Dr. Andrea Grannum-Mosley
Mondays from 1 to 3 p.m. Email agrannummosley@lccc.edu to schedule via Hangouts.

Interim Dean Elke Reichardt
Wednesdays from 3 to 5 p.m. Email Elke.Reichardt@lccc.edu to schedule online meeting.

Dean Dr. Kelly Trahan
Tuesdays from 3 to 5 p.m. Email KTrahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email JMitchell1@lccc.edu to schedule online meeting.

Dean Scott Aquila
Email Saquila@lccc.edu to schedule an online or face-to-face meeting.

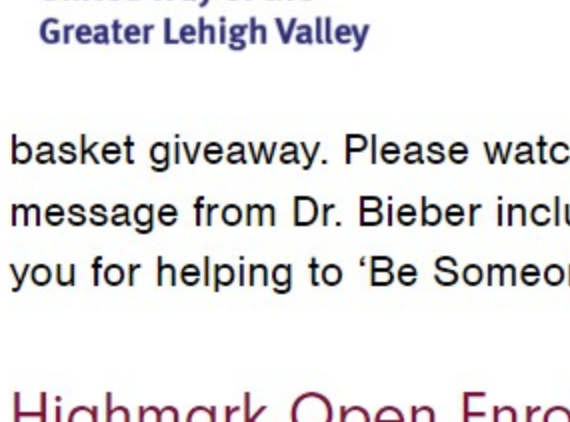
ANNOUNCEMENTS

Tamaqua Halloween Parade

Students, faculty and staff marched with LCCC Tamaqua in the annual Halloween parade. Over 6,000 community members enjoyed festivities along the parade route. We highlighted our 20th anniversary with our Clawless the Cougar and students dressed as careers. A great time was had by all!



2023 United Way Campaign Begins Nov. 1

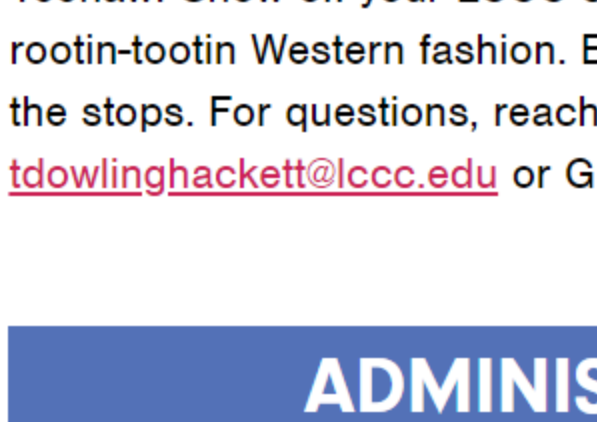


The 2023 United Way campaign will kick off on Nov. 1 and run through Nov. 30. Our fundraising goal this year is \$6500. To help meet this goal we're offering some fun incentives. All donors will receive an entry in the coveted Prime Parking Spot drawing in addition to a warm and cozy basket giveaway. Please watch your email on Nov. 1 for a personal campaign message from Dr. Bieber including information on how to contribute. Thank you for helping to 'Be Someone's Superhero'!

Highmark Open Enrollment Meeting

Jan Warga, our Highmark Client Manager, will be hosting an open enrollment meeting via zoom on Friday, Nov. 3, at 3 p.m. to discuss plan changes, review through member resources and new Highmark initiatives. To join the meeting, please click on the Zoom link [here](#).

Spirit Day – Wild Western Day



Yeehaw! Show off your LCCC spirit on Friday, Nov. 3, by wearing your best rootin'-tootin' Western fashion. Boots, wrangler jeans, sheriff hats...pull out all the stops. For questions, reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

ADMINISTRATIVE UPDATES

Human Resources News

New I-9 Form

The new version of the I-9 has been released. Please begin using the new version for all new hires. The form can be viewed [here](#).

Nominate a Colleague for Spotlight on Excellence

Is there a faculty or staff member you know who helped smooth over an unexpected bump during a project or event? Do you know someone who went above and beyond to provide excellent customer service? Human Resources invites you to nominate that person for a Spotlight on Excellence recognition. Recognized members of the college community will be announced in the College Voice and will receive a token of appreciation for a job well done. Please use the [nomination form](#) to spotlight the excellence of a fellow employee!

Slip, Trip and Fall Prevention

Slips, trips, and falls account for a large percentage of medical incidents on campus and are the result from some kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [Attached Word](#) are tips to aid in the prevention of slips, trips and falls.

Updated COVID-19 Guidelines from the Centers for Disease Control and Prevention (CDC) effective August 11, 2022 can be found [here](#).

This updated guidance no longer differentiates between those who are vaccinated and those who are unvaccinated. The CDC advises that those individuals exposed to COVID-19, regardless of vaccination status, need not quarantine.

1. Exposure to someone with COVID-19:

If you were exposed to someone with COVID-19, follow these steps per the [CDC guidelines](#):

- Start precautions immediately:
 - Wear a high-quality mask for 10-full days as soon as you find out you were exposed (day 1 is the first full day after your last exposure)
 - Get tested at least 5 full days after your last exposure
 - Watch for COVID-19 symptoms such as:
 - Fever (100.4 degrees or greater)
 - Cough
 - Shortness of breath
 - Other COVID-19 symptoms
 - If you develop symptoms, isolate immediately

2. Isolation and Precautions for People with COVID-19.

If you test positive for COVID-19, follow the steps below per the [CDC guidelines](#):

- Stay home and isolate for at least 5 days and isolate from others in your home.
- If you **had no** symptoms, day 1 of isolation is the following day you were tested.
- If you **had** symptoms, day 1 of isolation is the first full day after the day your symptoms started.

Quick Reference for Medical Emergencies on Campus

If serious injury or illness occurs on campus, CALL 911. After you call 911, call Public Safety at x1169 to inform them you called 911. Public Safety will report to where the injured person is until arrival of the ambulance.
For minor injury or illness, trained personnel should provide basic first aid care. Call Public Safety at x1169. All Public Safety officers are trained in first aid and CPR/AEDS.
No employee shall transport another employee/student to an emergency facility or hospital.

All New Employees:

The college's online training program is specifically designed for the busy professional but keeps in mind the college's requirements for training. It is a convenient, easy way to complete our new hire training series at LCCC.
A. Required Online Trainings
Below are the four online trainings that will be emailed to you from Knowbe4. This is a single sign-on system that will enable you to log in using your portal username and password. These online trainings must be completed within the first 30 days of hire.
If you want your completion certificate for each training placed in your personnel file, please print it out and send to the Human Resources office, otherwise Human Resources maintains a database of your completed trainings.

- FERPA – Privacy and Security Awareness
- Protected Classes – Intro to Discrimination
- Intro to Diversity, Equity, and Inclusion in the Workplace
- Creating Strong Password – and Security Awareness Training

B. Run-Hide-Fight Video
To view this video, go to the [Department of Public Safety website page](#) and click on the Run-Hide-Fight video link.
If you have any questions, please contact Human Resources at x1107 or x1108.

Online Learning News

Check out the [October/November 2023 Edition](#) of the Department of Online Learning Newsletter! This edition includes: event dates; QM workshop dates; an article about the student's perspectives on using AI; info signing up for the 7th edition Rubric update training; important Canvas updates involving Apple iWork; Response Lockdown browser information; and recognition for our recent Online Learning Badge earners! If you have any questions about anything in the newsletter reach out to us at onlinelearning@lccc.edu.

Online Learning Courses Available

Register online for our live and self-paced trainings. Trainings include: Canvas Course Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Blooms Taxonomy, and more!
Office Hours
Schedule a [meeting](#) with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

Digital Badges

Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas, highlighting their professional achievements and commitment to continued learning. A number of different badges are available to anyone who completes the required training or series of trainings. The training requirements for each badge are outlined on the [flyer](#). If you have any questions about the digital badges or the requirements for them please contact onlinelearning@lccc.edu.

Congratulations to the following people who have recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cherrynn Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

Testing Center News

The Testing Center will be closing at 7 p.m. on Tuesday, Nov. 7.

Honors College Guest Lecture Set for Nov. 1

The campus community is invited to the Drs. Adelle and Richard Ziemer Lecture, presented by the Honors College, on Wednesday, Nov. 1, from 2:30 to 3:45 p.m. in the Alumni Center. Dr. Paul Wilson will present "Creek Conservation, Restoration and Assessment: Examples from the Cherry Valley National Wildlife Refuge."

Dr. Wilson has been an integral part of the Delaware River Watershed Initiative (DRWI). The goal of the DRWI is to promote science driven land preservation and restoration work in sub-watersheds of the Delaware River to bring about improvements in water quality and aquatic habitat. This project focuses on the use of science to determine where to work, how to work and how to assess the impact of conservation and restoration of watersheds. Dr. Wilson will also address the many associated "non-science" activities that ultimately drive conservation and restoration including factors such as community outreach, education, and policy.

Dr. Wilson is a Professor of Biology and Director of the Environmental Studies program at East Stroudsburg University. He received his baccalaureate training at Lafayette College with a BS with honors in Biology. He received his Ph.D. in Evolutionary and Population Biology from Washington University, St. Louis. Dr. Wilson's early research focused on the biogeography of a genus of small freshwater fish known collectively as "darters". His most recent work relates to assessing the impact of conservation and restoration of creeks and their watersheds as part of the Delaware River Watershed Initiative (DRWI).

Parking Lot F Closed on Nov. 2 for Main Campus Job Fair

Just a friendly reminder that our Schnecksville "Parking Lot F" top level will be closed for the main campus Fall Job Fair on Thursday, Nov. 2, for all of our participating employers.
Please be sure to stop by the CSC from 10 a.m. – 2 p.m. to meet and welcome employers who will be joining us. Encourage students to attend. The Entrepreneurial and Innovation Club will be holding a bake sale.

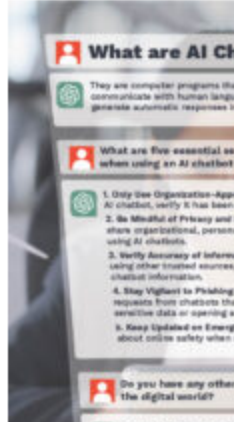
Veterans Appreciation Week

LCCC will honor veterans with several events during Veterans Appreciation Week, Nov. 4-11 on the main campus in Schnecksville. Check out the [attached flyer](#) here for all of the scheduled events and details. The week of celebrations will kick off with the 5K Ruck 'n Run/Walk starting at 9 a.m., Saturday, Nov. 4, at Bicentennial Park West in Bethlehem. Lehigh Valley colleges, universities, businesses and community members are coming together to honor veterans. Proceeds benefit Shamrock Reins. For more information and to join the LCCC team, click [here](#).

LED Light Replacement Project Commences

The project to replace all lighting to LED is to begin on Oct. 31 and end by late December. During this time, the contractors will be accessing the non-academic spaces during the day and classrooms in the evenings. We ask for your patience and understanding during this timeframe and expect very little disruption to our normal routine.

LCCC Wi-Fi Update

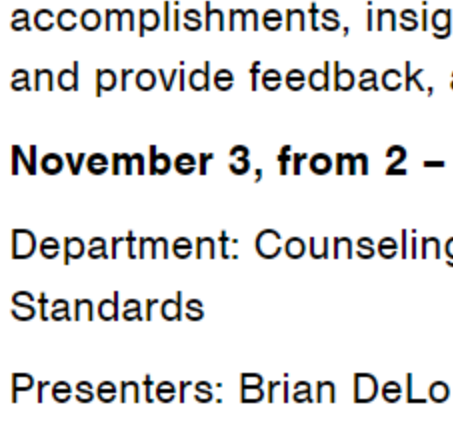


Beginning Wednesday, Oct. 25, LCCC IT will be rolling out a new wireless connection to your college issued Windows laptop. Moving forward, say goodbye to guessing and seamlessly connect to "LCCC." We'll take care of the rest! If you experience any wireless connectivity issues, please visit help.lccc.edu for assistance.

New Dynamic Forms – Tuition Waiver and Direct Deposit

The tuition waiver form and direct deposit form are now dynamic forms located in the Faculty and Staff Resources. Feel free to reach out to Karissa Belcher at x1108 if you have any questions about using the new forms.

Cybersecurity Awareness Month Tip



Cybersecurity Tip 7: What are AI Chatbots?
Chatbots are becoming more sophisticated and useful by incorporating artificial intelligence, or AI. However, there are some security concerns to consider when interacting with AI chatbots to help keep you and the college safe.
Click below to learn more about interacting with AI chatbots or visit help.lccc.edu and view the latest news articles on cybersecurity.
[Cybersecurity Tip 7: What are AI Chatbots?](#)

Collegewide Department Information Sessions

The Office of Human Resources is excited to invite you to our upcoming Collegewide Department Information Sessions, where you'll have the opportunity to gain valuable insights into our department service areas and latest developments, initiatives, and future plans.
These sessions aim to foster better communication, understanding, and engagement among our dedicated employees, and we encourage our current and new employees to join us for an informative and interactive experience.
These sessions will provide an overview of the department, recent accomplishments, insights into upcoming projects, a chance to ask questions and provide feedback, and networking opportunities with colleagues.

November 3, from 2 – 2:30 p.m.

Department: Counseling, Community Resources/Basic Needs, and Community Standards

Presenters: Brian DeLong, Associate Dean of Student Development Elizabeth Lewis, Assistant Professor, Counselor Elizabeth Rivera, Community Resources Specialist Jen Avramides, Student Support Generalist
[Click here](#) to join this session via zoom

November 17, from 2:30 – 3 p.m.

Department: LCCC Tamaqua
Presenter: Amber Zuber, Director of Site Educational Services
[Click here](#) to join this session via zoom

SPIRIT & WELLNESS

Clothing Fundraiser – Proudly Display Your Department on Your Spirit Wear!

The Faculty Association is selling Spirit Wear as a fundraiser. You can proudly wear your LCCC gear which displays the department you represent. Use [this link](#) to shop the many choices in our online store, and before checking out, if you would like, choose the department you work in and it will be embroidered beneath the LCCC logo. The online store will be open from Oct. 9 through Oct. 30. Thank you for your support of the LCCC Faculty Association.

If you do not see your department on one of the choices, please contact Melanie Turano mturano@lccc.edu so she can add that department for you.

Sweat 4 Swag 2.0

Sweat 4 Swag is back! Come over to the Wellness Center and start your journey of earning cool Lehigh Carbon gear while creating a healthy lifestyle.

Wellness Center Hours

Please check [our website](#) or [our new Facebook page](#) for updates and upcoming events.

All hours subject to change. All changes will be communicated through our Facebook page.